

GENERAL ORDERS, }  
No. 305. }

247  
WAR DEPARTMENT,  
ADJUTANT GENERAL'S OFFICE,  
Washington, December 27, 1864.

*Regulations concerning monies taken from soldiers at Draft Rendezvous.*

1. A Paymaster will be stationed at such of the Draft Rendezvous as the Adjutant General may designate.

2. When an enlisted man arrives at a Draft Rendezvous, any money he may have with him exceeding twenty dollars will be taken and placed in the hands of the Paymaster, who shall enter the amount on a check-book to be given the soldier at the time his money is taken. The entry will be certified in the check-book as the correct amount due the man by the officer commanding the Draft Rendezvous, or some officer to whom he shall assign that duty, and by the Paymaster. The same amount will be entered on the muster and descriptive list of the soldier.

3. A monthly list of names of men from whom money is taken, with regiments to which they are assigned, amounts taken, and the name of the Paymaster to whom the amounts were turned over, shall be made out by the commanding officer of the Draft Rendezvous, and sent by him to the Adjutant General and to the Paymaster General. All desertions, deaths, and discharges, will be carefully noted on these lists.

4. The Paymaster shall render a monthly account current, with vouchers, to the Paymaster General, and send a copy of the account current to the Adjutant General of the Army, for reference in that office. In this account current the amounts received shall be credited to the men from whom they are taken, and all transactions under this order, with names of all the parties concerned, will be carefully noted for the month embraced.

5. The Paymaster shall deposit all monies received, in a public Depository of the United States, or a National Bank most convenient to his station. In case any of the money received shall be of State Bank or other money not bankable at *par*, the sum shall be converted into bankable money at the market rates, and the proceeds only of such conversion entered to the credit of the soldier; the cashier of the Depository or Bank, certifying in the check-book the amount in dollars and cents of discount lost by the conversion.

6. When a soldier desires to assign his money, or any part of it, to his family, or other person, he shall give an order in duplicate on the Paymaster for the amount; and the Paymaster shall then pay the amount according to the order. The order shall be witnessed and certified as genuine by the commanding officer of the Rendezvous, or the officer specially charged with that duty. The Paymaster will issue his check on his Depository payable to the order of the assignee, and himself deliver or mail it direct to the assignee, in no case permitting it to fall into the hands of the soldier. Such checks, with number, date, and amount will be charged in the soldier's check-book, and on his muster and descriptive list, to be deducted from his deposit, and will also be borne on the Paymaster's account current. To guard against collusion between the soldier and the assignee, by which the money, or a part of it, may be returned to the soldier for dishonest purposes, the Paymaster should be satisfied that the assignment is *bona fide* and to the family of the soldier or a lawful creditor.

7. After arriving at his regiment, the soldier may claim payment of the amount of his deposit from the Paymaster who pays his regiment, on the first regular payment being made him—the showing in his check-book, corroborated by the entry on his muster and descriptive list, will be taken as evidence of the amount due him, which amount will be regularly entered on the muster and pay roll. If paid his deposit by the Paymaster, he shall take the whole amount or none, and shall surrender to him his check-book; but if he so elect, he may leave it in the hands of the Government; in which case it will be held subject to the rules of deposits laid down in Paragraph 1385, General Regulations.

8. In case of death, or discharge, the money will be drawn from the Treasury in the same mode as other dues from the United States. In case of men charged with desertion, satisfactory proof must be produced either of pardon, or of a removal of the charge, or that the soldier has served out his time and been properly discharged.

9. At the less important Rendezvous, where it is not deemed necessary to station a Paymaster, an officer of intelligence and good character, preferably one who has given bonds to the United States, will be appointed to receive the monies. He will comply with the above requirements so far as they are applicable, and will turn over

the amounts to the nearest Paymaster—who shall be one of the Paymasters of the Rendezvous—once in thirty days, together with a triplicate copy of the list prescribed in Paragraph 3, and any other information which the Paymaster may require to keep his accounts. The sums collected by Paymasters under this paragraph are to be held subject to the order of the Paymaster General, balances to be turned over, at any time, upon his order to Paymasters engaged in the ordinary duties of the Department.

10. All sums of money which may have been heretofore taken from soldiers at Draft Rendezvous, and which remain under the control of any officer, will, as soon as this order goes into effect, be turned over to the officer appointed under its provisions to receive them. All requisite information will at the same time be furnished to enable the officer receiving it to give credit to the proper soldiers for the several amounts due them, and no pains will be spared to secure the prompt transfer of the money to them.

BY ORDER OF THE SECRETARY OF WAR:

E. D. TOWNSEND,

*Assistant Adjutant General.*

OFFICIAL:

*Assistant Adjutant General.*